Home > Stipulations > Stipulation Refer to Existing Document(s)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Stipulations** hyperlink.
Enter **Case Number**, click **Next.**
Scroll down and select **Refer to Existing Document (s)**, click **Next**.
Select the **Party**. If not listed, click **Add/Create New Party**
Click **Next.**

Note: If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next.**

Click **Next.**

Associate the pdf file of the **Stipulation to Refer to Existing Document (s)**, click **Next.**

Click **Next.**

Place a check mark in the box **" Refer to Existing Event"**
Click **Next.**
Select the category to which your event relates.

Click **Next.**

Select the appropriate event (s) to which your event relates: click **Next.**

Click **Next.**

Edit the docket text if necessary.

Click **Next.**

Review final docket text.

Click **Next.**